



## PLANNING AND URBAN DEVELOPMENT DEPARTMENT

P. O. Box 123  
Monroe, Louisiana 71210-0123

### Narrative Information Sheet

- 1) **Applicant Identification:** City of Monroe, Louisiana  
Post Office Box 123  
Monroe, LA 71210-0123  
DUNS: 073151961
- 2) **Funding Requested:**
  - a. **Assessment Grant Type:** Coalition
  - b. **Federal Funds Requested:**
    - i) \$479,000
    - ii) NOT Applicable
  - c. **Contamination:** Hazardous Substances (\$338,000) and Petroleum (\$141,000)
- 3) **Location:** Coalition Jurisdictions
  - a) City of Monroe, Ouachita Parish, Louisiana (Coalition Lead)
  - b) City of West Monroe, Ouachita Parish, Louisiana (Coalition Member)
  - c) Ouachita Parish, Louisiana (Coalition Member)
- 4) **Property Information for Site Specific Proposal:** Not Applicable.
- 5) **Contacts:**
  - a. **Project Director:**  
Ellen Hill, Director, Planning and Urban Development  
3901 Jackson Street, Monroe, LA 71210  
Ellen.Hill@ci.monroe.la.us  
318.329.2231
  - b. **Chief Executive/Highest Ranking Official:**  
Honorable James E. Mayo, Mayor  
P.O. Box 123, Monroe, LA 71210  
James.Mayo@ci.monroe.la.us  
318.329.2310
- 6) **Population:**
  - a) City of Monroe - 48,371 (2017)
  - b) City of West Monroe – 12,657 (2017)
  - c) Ouachita Parish – 155,874 (2017)
- 7) **Other Factors Checklist – See Next Page**
- 8) **Letter from the State Environmental Authority – See Attached**

### Other Factors Checklist

Other Factors		Page #
Community population is 10,000 or less.	<i>x</i>	<i>p. 1</i> <i>p. 4</i>
The applicant is, or will assist, a federally recognized Indian tribe or United States territory.		
The priority brownfield site(s) are impacted by mine-scarred land.		
The priority site(s) is adjacent to a body of water (i.e., the border of the priority site(s) is contiguous or partially contiguous to the body of water, or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them).	<i>x</i>	<i>p. 2</i>
The priority site(s) is in a federally designated flood plain.	<i>x</i>	<i>p. 2</i>
The redevelopment of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or any energy efficiency improvements.	<i>X</i>	<i>p. 3</i>
30% or more of the overall project budget will be spent on eligible reuse planning activities for priority brownfield site(s) within the target area.		

NARRATIVE INFORMATION SHEET ATTACHMENT:

Letter from the State Environmental Authority

Section IV.D.8



**State of Louisiana**  
**DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**OFFICE OF ENVIRONMENTAL ASSESSMENT**

January 9, 2019

Mayor James E. Mayo,  
City of Monroe  
P.O. Box 123  
Monroe, LA 71210

RE: City of Monroe Community-Wide Brownfield Coalition Assessment Grant  
Application FY19 with the City of West Monroe and Ouachita Parish

Dear Mayor Mayo:

The Department of Environmental Quality (DEQ) supports the City of Monroe in its application for a Community-Wide Brownfield Coalition Assessment Grant in partnership with the City of West Monroe and Ouachita Parish under the federal Small Business Liability Relief and Brownfields Revitalization Act and the Brownfields Utilization, Investment and Local Development Act. DEQ recognizes the Coalition will be conducting assessment activities in its jurisdiction.

Our staff will be happy to lend appropriate technical assistance in the form of oversight to the Coalition. However, please be advised that our ability to provide technical assistance is subject to the availability of adequate funding and resources.

We look forward to working with you in the future. Please contact me at (225) 219-3179 if you have any questions or need further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Duane Wilson".

Duane Wilson  
Brownfields Coordinator  
Remediation Division

cc: Imaging Operations - !AS AI 178641  
Ellen Hill, Director of Planning and Urban Development, City of Monroe (via email)

NARRATIVE

**1. PROJECT AREA DESCRIPTION & PLANS FOR REVITALIZATION (30 points)**

**a. Target Area & Brownfields (15 points)**

**1.a.i. Background & Description of Target Area (5 points):** The communities within the Ouachita River region of Louisiana are committed to Riverfront Revitalization and recognize that brownfield redevelopment is a key to their collective economic growth and success. Known as the “twin cities of northeast Louisiana,” Monroe & West Monroe are on each shore of the Ouachita River, which is named after the Native American Ouachita tribe that called this area home. Already supported by trade along the Ouachita River, land development in this area of Ouachita Parish<sup>1</sup> expanded further with construction of the railroad system in the late 1800s. For the first half of the 20th century, the expansion of the rail, highway, & river transport systems attracted a number of manufacturing & industrial enterprises, including cotton & paper, warehousing, and manufacturing along with the Parish’s natural gas industry. As these industries matured and moved abroad, the extent of the brownfield challenges became widespread. The numerous shuttered warehouses, abandoned rail spurs, vacant gas stations, and other dilapidated, deteriorating sites spread throughout the Ouachita River region and now pose health and safety threats and have stifled economic growth. To address the challenges from the area’s numerous brownfields, the City of Monroe will lead a Coalition, with support from the members, City of West Monroe and Ouachita Parish. For the small population, low-income unincorporated communities of Richwood, Brownsville, and Bawcomville, the Coalition<sup>2</sup> has a long history of managing capital improvement and redevelopment projects on their behalf. The Coalition has identified 6 Target Areas with at least 1 priority site within each Coalition Member’s jurisdiction.

**Target Area #1:** On the east side of the river is **Monroe’s Downtown Economic Development District (DEDD-Monroe)**, which is clearly defined in §33:2740.49 of Louisiana State Law, & more generally described as the ¾-mi<sup>2</sup> area within the City of Monroe between Hwy 15 to the north (Lea Joyner Bridge), I-20 to the south, Vicksburg street to the east & the Ouachita River to the west. It includes RiverMarket, a historic, French-style market gathering space & tourist destination for commerce, culture, education, & entertainment. The riverfront brownfield area (national historic district) around former Coca-Cola Bottling Company (aka Ouachita Candy Company) site is slated for a new event center with retail and mixed-use development; but unresolved recognized environmental conditions (RECs) have halted any further redevelopment efforts or revitalization planning.

**Target Area #2:** The **Southside of Monroe** has the characteristics of an **environmental justice community** with a poverty rate of 46%, an unemployment rate of 21%, and where residents are 94% minority. Saddled with two brownfield petroleum corridors (Hwy 165 & 15) within a patchwork of schools, neighborhoods, and churches, **Southside** is more generally described as the 4-mi<sup>2</sup> area south of I-20, bordered to the west by the Ouachita River riverfront, & to the east by the City limits & the unincorporated community of Richwood. A job training center and business incubator for the brownfield area around the old Conway Hospital has been planned, but reinvestment in this Opportunity Zone is hampered by uncertain asbestos and potential petroleum impact from pre-88 leaking underground storage tanks (USTs).

**Target Area #3:** On the western shore is **West Monroe’s Downtown Historic District (DHD-West Monroe)**, which is clearly defined on the National Register of Historic Places<sup>3</sup> and is generally described as the ½-mi<sup>2</sup> area between Hwy 15 to the north (Lea Joyner Bridge), Coleman Avenue to the south, I-20 to the west & the Ouachita River to the East. The DHD is where the Union Oil Mill was one of the largest cottonseed mills in the state, occupying more than two-city blocks. Transforming riverfront brownfields in West Monroe into greenspace, retail, and recreational opportunities, dovetail nicely with Monroe’s revitalization plans directly across the Ouachita River.

**Target Areas #4, #5, & #6:** As unincorporated communities of Ouachita Parish, **Richwood (pop. 5,290)**, **Brownsville (pop. 4,317)**, and **Bawcomville (pop. 3,588)** do not have access to resources to address brownfield sites. Located along Hwy 165 and along Hwy 617, these low-income, small-population communities have been plagued with at least 5 brownfields near the entrance to the Louisiana Purchase Gardens & Zoo, and in areas susceptible to flooding (i.e., 100-year floodplain).

**1.a.ii. Description of Priority Brownfield Site(s) (10 points):** With a legacy of over 130 years of timber, rail, manufacturing, & other industrial operations, followed by decades of steady economic decline, there are presently at least 70 potential brownfield sites throughout the target areas, including: (1) riverfront industries; (2) salvage yards, landfills & unpermitted dump sites; (3) railyards & spurs; (4) manufacturing/timber facilities; (5) former gas stations & auto-related businesses; (6) former dry cleaners; & (7) other vacant or underutilized properties in town centers & aging neighborhoods. The Coalition used data gathered from preliminary inventories & community feedback to develop a list of

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<sup>1</sup> Unlike most states that use counties to further divide themselves, Louisiana uses parishes.

<sup>2</sup> Ouachita Council of Governments (Monroe, West Monroe, Ouachita Parish)

<sup>3</sup> [https://www.crt.state.la.us/Assets/OCd/hp/nationalregister/LA\\_OuachitaParish\\_DowntownWestMonroeHistoricDistrict.pdf](https://www.crt.state.la.us/Assets/OCd/hp/nationalregister/LA_OuachitaParish_DowntownWestMonroeHistoricDistrict.pdf)

## City of Monroe, Louisiana Brownfield Assessment Coalition Grant Proposal

priority sites in each target area. The priority brownfield sites in each target area are described below:

- **DEDD-Monroe:** The priority brownfield site in this target area is the former **Coca-Cola Bottling Company (aka Ouachita Candy Company) site (LDEQ AI#75969)**<sup>4</sup>, located at 215 Walnut Street and is partially contiguous to the Ouachita River. The site has historical significance as the first Coca-Cola bottling plant in Louisiana. At roughly 3 acres in size, it is zoned “Riverfront (RF),” and is currently vacant, with portions used for storage of equipment, chemicals, and various materials. A Phase I Environmental Site Assessment (ESA) conducted in 2008 for the site identified five Recognized Environmental Conditions (RECs). Contamination remains in place with a deed restriction for non-residential use. LDEQ requires “prior to the construction of enclosed structures over any portion of the impacted area, further evaluation and approval from LDEQ is warranted.” Asbestos and Lead-Based Paint (LBP) have not been evaluated. Assessment of this property is a priority because the City has plans for an Event Center and entertainment district in the DEDD Target Area. Further evaluation must be conducted for those interested in changing the use from its current industrial designation by LDEQ. In addition, 18 additional brownfield properties have been identified in this Target Area through a regulatory radius report, community/developer input, and a preliminary brownfield site inventory developed by the City of Monroe in 2016 and updated in 2018.
- **Southside-Monroe:** Along the brownfield corridors of Highway 15 & 165 of the Southside Economic Development District (SEDD), 22 brownfields were identified last year, one of which is the **E.A. Conway Hospital (AI#10867)** that closed in 1987. The site encompasses approximately 2.75 acres and sits less than 1,200 feet from the Ouachita River. The hospital property is a priority because the 80,000 square-foot building is on the Louisiana Trust for Historic Preservation’s list of most endangered sites; and uncertain asbestos-containing material (ACM) concerns and the potential presence of/impact from USTs have deterred interested parties from proceeding with redevelopment until these environmental liabilities are resolved.
- **DHD-West Monroe:** A total of 11 brownfield properties have been identified in this target area. At the foot of the Endom Bridge at 112-114 S. Riverfront is the former **Haze Gentry UST site (AI# 79313)**, which is in a federally designated flood plain. It is currently vacant and zoned commercial, but records indicate that pre-88 tanks were present and a gas station likely operated on one of these parcels over the past 20-30 years. A Phase I ESA is necessary to determine the past uses and whether RECs are present. The property is a priority because its unclear environmental issues stand in the way of the City of West Monroe’s National Park Service Recreational Rivers, Trails & Conservation planning efforts and whether the properties will be safe for public recreational use.
- **Ouachita Parish:** Just outside the little town of Richwood and within Coalition Partner, **Ouachita Parish**, the former **Monroe Plating, LTD site (AI#116541)** remains an eyesore with unresolved environmental issues. Located at the gateway into the Louisiana Purchase Gardens & Zoo, it was abandoned then sold for tax purposes several times. Tax deeds have been filed in 2004 and 2009 and little has been done because the estimated cost of necessary environmental assessments eclipse \$27,000.<sup>5</sup> Improvements along the right-of-way that can address environmental concerns cannot be evaluated until the property has been adequately assessed. Ouachita Parish has the unfortunate task of managing as many as 1,850 tax-forfeited properties<sup>6</sup>, many of which are brownfields like the Monroe Plating site. Bawcomville has a junk yard at 198 Douglas Street and vacant petroleum brownfields in front of the former B-Jo’s Wholesale Warehouse, along Cypress Street and Defreese Road. The community of Brownsville has several light industrial and commercial abandoned brownfields.

### 1.b. Revitalization of the Target Area (9 points)

**1.b.i. Redevelopment Strategy & Alignment with Revitalization Plans (5 points):** The Coalition will promote investments that respond to long-range planning goals outlined in the Comprehensive Economic Development Strategy<sup>7</sup> for the Ouachita Council of Governments, represented by each Coalition member. Revitalization plans are further aligned for each target area in Table 1:

Table 1		
Member	Target Area/Priority Site	Proposed Redevelopment Strategy & End Use Vision
Monroe	DEDD:	<i>DEDD Action Plan:</i> Preserve historical buildings and maximize infrastructure reuse.
	Downtown	
	DEDD-Riverfront:	Complete evaluation required by LDEQ & asbestos survey for \$72M planned event center and entertainment district.
	Coca Cola Bottling & Area	
	Southside: Hwy 16 & 165 Corridors	<i>Southside Eco. Dev. Plan:</i> Attract professional office developments, light industrial, basic life service retail.

<sup>4</sup> Sites listed as an Agency Interest (AI) with LA Dept. of Enviro. Quality (LDEQ) typically have RECs.

<sup>5</sup> A Qualified Environmental Consultant developed a cost estimate in April 2018 for the property owner.

<sup>6</sup> <http://parishtaxland.com/ouachita-parish/>

<sup>7</sup> <http://www.northdelta.org/PDFforms/ComprehensiveEconomicDevelopmentStrategy.pdf>

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<b>Table 1</b>		
<b>Member</b>	<b>Target Area/Priority Site</b>	<b>Proposed Redevelopment Strategy &amp; End Use Vision</b>
Monroe	Southside: E. Conway Hospital	Complete assessment and cleanup planning in support of repurposing site as job training/community service center
West Monroe	DHD: Downtown	<i>Development Plan for West Monroe:</i> Enhance the aesthetics of the Cotton Port Historical District.
	DHD: Haze Gentry & adjacent brownfields	Complete assessment and cleanup planning of sites in support of recreational, greenspace, and retail opportunities along riverfront.
Ouachita Parish	Parish: Target Areas 4, 5, 6 Richwood, Bawcomville, Brownsville communities	Complete assessment and cleanup planning of adjudicated (tax-forfeited to Ouachita Parish) brownfields to address liabilities for prospective purchasers.
	Richwood: Monroe Plating, LTD	Complete assessment & cleanup planning as part of right-of-way streetscaping & development corridor into zoo.

**1.b.ii. Outcomes & Benefits of Redevelopment Strategy (4 points):** The following economic & community (non-economic) benefits are anticipated:

- **Tax Revenue:** Since 2012, Monroe city sales tax revenue is down 37%, equaling over \$22 million dollars in lost revenue. Overall, the City's total revenue stream has decreased 59% less than in 2012, and represents a loss of over \$86 million dollars. Monroe's emphasis on riverfront redevelopment and plans for a \$72M Event Center and entertainment district in Target Area #12 cannot be overstated. A 2012 feasibility study for an Event Center and entertainment district estimated tax revenue at \$3.4M.
- **Job Creation:** The 2012 Event Center feasibility study estimates 600 construction jobs, paying a total of \$20M, to go along with 500 sustainable jobs, generating \$13.7M per year in wages. While industrial activities provide a critical employment base in the target areas, unknown environmental conditions at vacant and underutilized brownfields are contributing to high vacancy rates, impeding redevelopment and deterring investors. Returning brownfields to productive use aligns with the Coalition goals to prioritize employment opportunities in and around areas with large populations of unemployed and underemployed persons. For example, returning the E. Conway Hospital to productive use has the potential to restore ~20 jobs that align with the skills of area residents. New employment opportunities will increase median household incomes and reduce poverty levels.
- **Preservation/Creation of Greenspace:** Along West Monroe's waterfront, 9 brownfields have been identified, of which 5 are vacant lots with a variety of past industrial/commercial uses. These parcels represent roughly 13 acres of greenspace for the City's vision for expanding recreational opportunities through the National Park Service Rivers, Trails, and Conservation Assistance Program, set to launch in the spring of 2019.
- **Protect Cultural Heritage:** The Project supports infill development and preservation/revitalization of historic buildings that preserve the cultural heritage and foster community pride.
- **Energy Efficiency Improvements:** The Louisiana Division of Historic Preservation allows for energy efficient improvements to be made on eligible historic rehabilitation tax credit projects. It is anticipated that the rehabilitation of the E. Conway Hospital (Southside-Monroe) and buildings within the West Monroe Downtown Historic District (needing asbestos surveys/cost estimates) will include energy efficient improvements. LEED Certification is expected for the Event Center in DEDD-Monroe.

**1.c. Strategy for Leveraging Resources (6 points)**

**1.c.i. Resources Needed for Site Reuse (4 points):** The brownfield grant should stimulate the City of Monroe's two major tax revenue funding resources, the General Fund and the Capital Infrastructure Fund. A portion of the \$3.4M increase in projected tax revenue from the Event Center/entertainment district and cleanup of the Ouachita Candy Company brownfield will then be leveraged for the cost share on an EPA Cleanup Grant for the E. Conway Hospital, presuming cleanup is necessary. As tax revenue increases from the Coalition members, general funds may be a source as well.

**1.c.ii. Use of Existing Infrastructure (2 points):** Existing roadways, water, and sewer in the Historic Districts within all target areas are already being used. Historic Preservation in the WMHD & DEDD target areas and the use of existing infrastructure is critical to revitalization, particularly along Louisville Ave. that links West Monroe to Monroe and the RiverMarket in DEDD. The old E. Conway Hospital in Southside is on the historic registry and the Louisiana Division of Historic Preservation will require utilizing existing infrastructure (e.g., buildings) before renovation instead of demolition.

**2. COMMUNITY NEED & COMMUNITY ENGAGEMENT (20 POINTS)**

**2.a. Community Need (12 points)**

**2.a.i. The Community's Need for Funding (3 points):** As shown in Table 2, since 2012, Monroe has experienced a city sales tax decline equaling over \$22 million in lost revenue (a 37% decline). The City has also lost a total revenue of \$86 million since 2012.



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**TABLE 2: City of Monroe Revenue**

Revenue Type	2012	2013	2014	2015	2016	2017
Property Taxes	\$8,831,465	\$8,590,203	\$8,855,173	\$7,237,237	\$7,471,953	\$7,134,726
Sales Taxes	\$59,925,541	\$60,846,244	\$62,838,605	\$38,103,284	\$37,500,000	\$37,810,735
Total Revenue	\$147,491,079	\$134,705,191	\$100,261,967	\$60,658,439	\$61,136,222	\$61,172,356

The parish suffered historic flooding in March 2016 after a rain event dropped nearly 27 inches of rain in a 2-day period. Ouachita Parish has spent funds on response and recovery and with the Federal Emergency Management Agency (FEMA) only reimbursing 75% of the approved response and recovery funds, existing funds are being used to make up the difference. This has resulted in an inability to draw on other initial sources of funds and limited in-house capacity. Small communities within Ouachita Parish like Richwood (**pop. 5,290**), Brownsville (**pop. 4,317**), and Bawcomville (**pop. 3,588**) do not currently have the manpower or tax revenue to carry out assessment, remediation or subsequent redevelopment; therefore, the Coalition plans to provide assistance to spur redevelopment in these small communities.

**2.a.ii. Threats to Sensitive Populations (9 points)**

**2.a.ii.(1) Health or Welfare (3 points):** Blight: Business and housing vacancies range between 13-15% in the target areas. Similarly, the incidence rate for violent crime per 100,000 is 1,160, which is nearly double the State violent crime rate. Violent crime in Monroe has spiked 81.3% faster than any other U.S. metropolitan area over the last 5 years – resulting in the City having the highest violent crime rate nationwide. Further, the aggravated assault rate is 981/100,000 versus the state rate of 373/100,000.<sup>8</sup> Lack of Access to Community Services: a lack of access to care and food presents barriers to good health in a community. Southside has a shortage of primary care providers with a ratio of 78.5 per 100,000, while the rate for the Parish is a much healthier 95.31 per 100,000.<sup>9</sup> Further, the establishment rate of grocery stores per 100,000 for Southside is 14.3/100,000, which is poor in comparison to the Louisiana average of 21.3.<sup>10</sup> These issues with primary care shortages and grocery access combined with the high percentage of households with no motor vehicle (24%) presents serious barriers to an overwhelmingly minority and poverty-stricken community. Diminished access to basic goods is also a growing problem in the target areas of Ouachita Parish. Residents of Brownsville, Richwood, and Bawcomville must travel to Monroe or West Monroe for basic goods. Bus service is not available in these small communities, creating additional hardships for families that do not have vehicles or are struggling to afford gas.

**2.a.ii.(2) Greater Than Normal Incidence of Disease & Adverse Health Conditions (3 points):** Sensitive populations, like the homeless, are susceptible to mesothelioma and lung **cancer** from asbestos exposure. Friable asbestos containing materials can be found in older, dilapidated buildings which are found within all target areas. In 2017, the City of Monroe coordinated efforts with the Louisiana Tumor Registry (LTR), which records cancer statistics for the state, and calculated cancer data specific to the Monroe metropolitan area. The data in Table 3 was received from LTR.

<b>Table 3: Cancer Incidence Rates for Sensitive Populations</b>			
<b>Characteristics (# per 100,000)</b>	<b>Target Area</b>	<b>Louisiana</b>	<b>% Increase</b>
Cancer Incidence (cancers combined, 2006-2014)	516	486.7	<b>6%</b>
Cancer Incidence (Minority)	94	32.1	<b>193%</b>
Cancer Incidence (in Poverty)	45.7	19.6	<b>133%</b>
Cancer Incidence (with Less than High School Education)	28.5	17.1	<b>67%</b>
Cancer Incidence (Unemployed)	19.2	8.7	<b>120%</b>
Cancer Incidence (No Health Insurance)	29.4	16.6	<b>77%</b>

In addition, the age-adjusted hospitalization rate due to **asthma** (per 10,000) is 12 for minorities while the age-adjusted hospitalization rate (per 10,000) due to pediatric asthma is 19.1 for minorities, in the target areas. Contaminants known to cause asthma include: aluminum, chromium, 1,2-dichloroethane, formaldehyde, hydrogen chloride, nickel, and styrene,<sup>11</sup> which are found at plating operations like the one in Richwood. According to the Louisiana Department of Health 2015 data, the percentage of low birth weight births for Ouachita Parish is 11.2%, as compared to 9.7% for Louisiana. Contaminants known to cause low birth weight include acrylamide, ethylene glycol, and

<sup>8</sup> <https://ucr.fbi.gov/crime-in-the-u.s./2015/crime-in-the-u.s.-2015/tables/table-5>

<sup>9</sup> US Department of Health & Human Services, Health Resources and Services Administration, Area Health Resource File. 2014, County

<sup>10</sup> US Census Bureau, County Business Patterns

<sup>11</sup> ASTDR, ToxFAQs and <https://hazmap.nlm.nih.gov/>

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trichloroethylene, and lead (ATSDR, ToxFAQS), which have been linked to chemicals in classes (e.g., dry cleaners, gas stations) of brownfields in all target areas.

**2.a.ii.(3) Economically Impoverished/Disproportionately Impacted Populations (3 points):** With a poverty rate of 24.7% compared to the national average of 15.5%, Ouachita Parish has been experiencing persistent poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates.<sup>12</sup> The most recent headcount in January 2015 identified 130 homeless people living in Monroe. These homeless people were overwhelmingly female (58.1%), African American (77%), and youth/small children (73.2% persons under 25; 39.7% were children under 18. The median family income for Richwood (Target Area #4) is only \$19,231, compared to the national average of \$66,011.<sup>13</sup> Each target area (all within Ouachita Parish) have significant numbers of sensitive populations (Table 4). According to the EPA's 2015 TRI Factsheet, Louisiana is ranked 5<sup>th</sup> in the nation total toxic releases per square mile. Monroe is the location of 10 TRI facilities. According to the EPA's ECHO database, in and around Monroe and West Monroe, there are 423 facilities. A total of 29 facilities have current violations, 15 of which are "significant violations". Further, ECHO details that 152 facilities require water permits (ICIS-NPDES); 38 require Air IDs, and 10 have TRI releases. Lastly, all 423 facilities have (EJ) indexes exceeding the 80th or higher national percentile for the Census block group that the facility is located in.<sup>14</sup>

Table 4	West Monroe	Monroe* SE Monroe <sup>+</sup>	Richwood	Brownsville	Ouachita Parish	LA	USA
Children in Poverty	N/A	N/A	N/A	N/A	<b>38.0%</b>	<b>28%</b>	18%
Teen Birth Rate <sup>15</sup>	N/A	N/A	N/A	N/A	<b>46%</b>	<b>30.6%</b>	20.3%
Percent Minority:	<b>63.8%</b>	<b>94.3%<sup>+</sup></b>	29.5%	<b>48.4%</b>	<b>40.7%</b>	<b>37.3%</b>	26.2%
Median Household Income:	<b>\$32,167</b>	<b>\$19,594<sup>+</sup></b>	<b>\$19,231</b>	<b>\$25,075</b>	<b>\$37,754</b>	<b>\$45,047</b>	\$53,889
Poverty Rate: <sup>12</sup>	<b>28.2%</b>	<b>34.7%*</b>	<b>29.4%</b>	<b>45.8%</b>	<b>24.7%</b>	<b>19.8%</b>	15.5%

**2.b. Community Engagement (CE) (8 points)**

**2.b.i. Community Involvement (5 points):**

Table 5 Partner Name	Point of Contact (name, email & phone)	Specific role in the project (how partner is involved in making decisions)
DEDD	Larry Bratton, Chairman 318-329-4947 lb0223@att.com	For Target Area #1 (Monroe), assist with <u>site selection</u> , public education, project update distribution, and serve on BAC.
SEDD	Gladys Smith, Chairperson 318-348-0062 Gfsmith1@bellsouth.net	For Target Area #2 (Monroe), assist with <u>site selection</u> , public education, project update distribution, and serve on BAC, use facility (CE).
West Monroe Downtown Revitalization Group	Karen Laban, Co-Chair 717-877-4416 k.laban@spiceandtea.com	For Target Area #3 (W. Monroe), assist with <u>site selection</u> , public education, project update distribution, and serve on BAC.
Ouachita Multi-Purpose Community Action Program (OMCAP)	Kema Dawson, Exec. Director 318-322-7244 Monroela.omcap@outlook.com	For target areas #4, #5, #6 (Ouachita), communicate with residents, aid in <u>site selection</u> , and serve on the BAC.
Wellspring Alliance of Families (WAF)	Caroline Cascio, President, CEO 318-651-9314 ccascio@wellspringalliance.org	Owns a site in Target Area #1, needs asbestos/LBP surveys, ABCA, CAP & will <u>decide</u> best cleanup, use of facility, serve on BAC.
Third Floor Properties, LLC	Jason Thomas 318-884-4121 TFPemail.com	Developer – needs ABCAs & CAPs, for sites in Target Area #1 & #3 will <u>decide best cleanup</u> for housing & restaurant(s) in planned entertainment district, serve on BAC.

A key component to the success of the grant is the role that the Brownfield Advisory Committee (BAC) plays. Made of Coalition members and the community partners listed in Table 5, the BAC serves as the eyes, ears, and voice for the community. Their relationships with residents, leaders, developers, and state/federal partners serve to strengthen trust that the grant is a good thing, not a "gotcha" program or something to appease stakeholders. CE tasks are further elaborated in Sec. 3.a. and are inextricably linked to inventory, outreach, and site access.

<sup>12</sup> US Department of Labor, Bureau of Labor Statistics. 2017 - July

<sup>13</sup> Ibid

<sup>14</sup> <https://echo.epa.gov/facilities/facility-search/results>

<sup>15</sup> National Center for Health Statistics, 2016

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**2.b.ii. Incorporating Community Input (3 points):** Community & Coalition partners identified in Table 5 will have a significant role in identifying opportunities, sharing information, and understanding challenges within the target areas. BAC meetings will be held three times a year, starting in November 2019, and an annual public community meeting will be held in each of the target cities/towns [DEDD (Winter), Southside (Spring), West Monroe (Summer), and Ouachita Parish (Fall)]. Community meetings will be held in a central location for each community – this will ensure that community members who do not have access to a vehicle can walk to the meeting. Community meetings will be announced through the City’s website and social media and will be published in the local newspaper. Property owners of priority sites or adjoining sites will be personally invited to community meetings.

**3. TASK DESCRIPTIONS, COST ESTIMATES, & MEASURING PROGRESS (35 PTS)**

**3.a. Description of Tasks and Activities (15 points):** 3.a.i. Project Implementation (10 points)

<b>Table 6</b>	<b>Responsibilities/Details</b>	<b>Task/Activity Lead</b>	<b>Schedule</b>
Task 1 – Project Management (PM)	Coalition MOA finalized & signed	Monroe (w/ Coalition Partners)	05/2019
	Consultant procurement (RFQ, Selection, Finalize Contract, EPA Acceptance)	Monroe (w/ Coalition Partners)	Publish 05/19 Contract 07/19
	EPA Grant Application Package (SF424B, 4700, 6600, 5700, etc.)	Monroe Project Manager (PM)	08/2019
	Grant Work Plan written & approved	Monroe PM	09/2019
	ACRES database updates	Consultant	Continuous
	Correspondence with EPA	Monroe PM (w/ Consultant)	Continuous
	Oversee Grant & Consultant	Monroe PM	Continuous
	Quarterly Reports	Consultant w/ PM Approval	Quarterly
	Budgets and Drawdowns	Monroe Dir. Of Admin. w/ PM	Quarterly
	Annual Reports (Financial/DBE reports)	Monroe PM (w/ Consultant)	Annually
Task 2 – CE & Inventory, Outreach-IO&CE	Site Inventory (GIS-based)	Monroe PM, BAC & Consultant	Quarter 1 (Q1)
	Outreach & Engagement	Monroe, BAC & Consultant	See Sec. 2.b.
	Site Access & GIS Inventory Update	Monroe, BAC & Consultant	Continuous
Task 3 – Phase I ESAs, GQAPP & GPR	Generic QAPP (1)	Consultant	Q1
	(7) Phase I ESAs - (5) Priority Sites (PS)	Consultant	Q1-Q3 (PS)
	(2) NON-Priority Sites (NPS)**		Q7-Q9 (NPS)
	(7) GPR Surveys - (5) Priority Sites	Consultant & Subcontractor*	Q2-Q3 (PS)
Task 4 – Phase II ESAs, SSQAPPs,	(2) NON-Priority Sites (NPS)**		Q8-Q10 (NPS)
	(6) SSQAPPs/EDs - (5) Priority Sites	Consultant	Q3-Q5 (PS)
	(1) NON-Priority Sites (NPS)**		Q8-Q9 (NPS)
	(3) ACM/LBP Surveys– (2) Priority Sites	Consultant & Subcontractors*	Q3-Q5 (PS)
	(1) NON-Priority Sites (NPS)**		Q8-Q10 (NPS)
	(6) Phase II ESAs (6) - (5) Priority Sites	Consultant & Subcontractors*	Q3 – Q6 (PS)
Task 5 – Planning	(1) NON-Priority Sites (NPS)**		Q8-Q11 (NPS)
	(2) ABCAS/CAPs/RECAP - (2) Priority Sites	Consultant	Q 5 – Q 7
	Ouachita Candy, Monroe Plating		
	Site Reuse Assessments (2) – Ouachita Candy, Conway Hospital; (2) Revitalization Plans (Southside, WM-DHD Riverfront)	Consultant & Subcontractors*	Complete in Q 6 – Q 10

\* Work in Tasks 3 through 5 will be performed by Applicant’s Consultant and qualified subcontractors (e.g., laboratories, drillers, urban planners, landscape architects, etc.) that will be competitively selected as per federal requirements (2 CFR 200.317-326).

\*\* Potential efficiencies may result in cost savings, leading to additional assessment at “Non-Priority Sites” (NPS) for BAC consideration after assessments and planning activities are completed at Target sites.

**Task 1 – Project Management (PM) & Reporting:** Applicant will establish a contract with a Multi-Disciplinary Consulting Team (Consultant) following a qualifications-based procurement process per 2 CFR 200.317-326 and EPA terms/conditions. Applicant is the Lead entity & some duties will be assigned to the Qualified Environmental Professionals (Consultant). Early procurement is essential in reducing lag-time associated with the contracting process and allows for expedited project kick-off upon execution of the Cooperative Agreement (CA). See details in Table 6.

**Task 2 – Inventory, Outreach, & Community Engagement:** (a) **Inventory:** The inventory of priority sites has already been compiled; however, the BAC will determine the order in which sites should be assessed. The BAC’s site prioritization criteria will include: environmental justice impacts, redevelopment potential, benefits to residents, economic potential, public health threats, environmental impacts, community plans, land-owner willingness, degree of blight/underutilization, and parcel size. (b) **Outreach/Research:** Under the direction of the Coalition partners, the Consultant will conduct inventory & outreach activities by reviewing EPA and MDEQ environmental records;

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reviewing property records relevant to identification of brownfields; reviewing historical documentation to identify past uses of concern; surveying local developers, real estate brokers, property/business owners, and other stakeholders for information on potential sites and upcoming redevelopment projects; conducting tours/windshield surveys of priority brownfield sites and target areas; and completing Eligibility Determination (ED) requests for priority sites. **(c) Engagement:** Site selections will be heavily dependent upon input from the communities and from the BAC as described in Section 2.b.ii. Community buy-in is driven by Coalition and Community partners and their commitment to making the program a success. See 2.b. and Threshold for further details. **(d) Site Access:** Property owners interested in utilizing grant funding will be required to submit site nomination forms prior. The Coalition/Consultant will contact the applicant to discuss critical issues such as site access and timing and will likely solicit the assistance of a Community Partner to establish trust. The BAC will evaluate each funding request using the then-established prioritization criteria. If prioritized by the BAC, an Access Agreement will be executed between the Applicant and the property owner prior to submitting eligibility determination requests to EPA and MDEQ. A draft Access Agreement (AA) has been developed. A fact sheet detailing the ESA process and potential outcomes will accompany the AA.

<b>Table 7. Budget Categories</b>		<b>Project Tasks (\$)</b>					<b>Totals</b>
		<b>Task 1 PMR</b>	<b>Task 2 Inventory Outreach &amp; CE</b>	<b>Task 3 Phase Is, GQAPP &amp; GPR</b>	<b>Task 4 Phase IIs, ACM/LBP &amp; SSQAPPs</b>	<b>Task 5 Cleanup/ Eligible Planning</b>	
<b>Direct (Haz)</b>	Personnel	\$17,500	\$10,500	-	-	-	\$28,000
	Travel	-	\$4,200	-	-	-	\$4,200
	Equipment	-	-	-	-	-	-
	Supplies	-	\$1,200	-	-	-	\$1,200
	Contractual	\$9,975	\$9,975	\$37,520	\$139,200	\$98,350	\$295,020
	Other	-	-	-	-	-	-
	<b>Total Direct</b>	<b>\$27,475</b>	<b>\$25,875</b>	<b>\$37,520</b>	<b>\$139,200</b>	<b>\$98,350</b>	<b>\$328,420</b>
Adm. (Indirect)~3%		\$1,525	\$1,125	\$1,480	\$3,800	\$1,650	\$9,850
<b>Total Haz Costs:</b>		<b>\$29,000</b>	<b>\$27,000</b>	<b>\$39,000</b>	<b>\$143,000</b>	<b>\$100,000</b>	<b>\$338,000</b>
<b>Direct (Pet)</b>	Personnel	\$7,500	\$4,500	-	-	-	\$12,000
	Travel	-	\$1,800	-	-	-	\$1,800
	Equipment	-	-	-	-	-	-
	Supplies	-	\$515	-	-	-	\$515
	Contractual	\$4,275	\$4,275	\$16,080	\$55,800	\$42,150	\$122,580
	Other	-	-	-	-	-	-
	<b>Total</b>	<b>\$11,775</b>	<b>\$11,090</b>	<b>\$16,080</b>	<b>\$55,800</b>	<b>\$42,150</b>	<b>\$136,895</b>
Adm. (Indirect)~3%		\$225	\$910	\$920	\$1,200	\$850	\$4,105
<b>Total Petro Costs:</b>		<b>\$12,000</b>	<b>\$12,000</b>	<b>\$17,000</b>	<b>\$57,000</b>	<b>\$43,000</b>	<b>\$141,000</b>
<b>TOTAL BUDGET:</b>		<b>\$41,000</b>	<b>\$39,000</b>	<b>\$56,000</b>	<b>\$200,000</b>	<b>\$143,000</b>	<b>\$479,000</b>

**Tasks 3 & 4-Environmental Assessments:** The Generic Quality Assurance Project Plan (GQAPP) and Site-Specific Field Sampling & Analysis Plan (aka SSQAPP) will be completed by the Consultant. After receiving EPA approval of both GQAPP and site Eligibility Determination, the GQAPP will be supplemented with a SSQAPP and HASP prepared for each site selected for a Phase II ESA and/or asbestos/LBP survey. The SSQAPP will define site conditions and cleanup standards and reference the GQAPP for field, sampling, and lab procedures – thereby, ensuring efficiency & quality. On average, the GQAPP takes approximately four weeks to develop and SSQAPPs take approximately one to two weeks. Ground-penetrating radar (GPR) surveys are included in Task 3 category because of their necessary use for site classification during the first assessment phase (e.g., pre-88 USTs located or not). Phase I ESAs take approximately four weeks and GPR surveys take approximately one week to complete. Phase II ESAs, which may include ACM and LBP surveys, take approximately two months to complete, and ACM surveys take approximately three weeks to complete.

**Task 5 – “Site Specific” Cleanup Planning & “Eligible” Planning Activities:** “Site-Specific” Cleanup Plans (e.g., Analysis of Brownfield Cleanup Alternatives (ABCAs) & Corrective Action Plans (CAPs)), will begin in year 2 of the grant period and will be performed by the Consultant. ABCAs and CAPs take approximately four weeks to complete. “Eligible” planning activities, including Site Reuse Assessments<sup>16</sup>

<sup>16</sup> [https://www.epa.gov/sites/production/files/2018-10/documents/site\\_reuse\\_assessment\\_placeholder.pdf](https://www.epa.gov/sites/production/files/2018-10/documents/site_reuse_assessment_placeholder.pdf)



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of the Ouachita Candy Company & Conway Hospital target sites, will be completed in 2020 after assessments are complete (See Table 6). Outcomes include identifying brownfield site reuse options (e.g., mixed use vs. entertainment only, Historic Registry Requirements/Options). With an already completed feasibility study for the Monroe side of the Ouachita River (w/ renderings of the planned Event Center & Entertainment District), a Revitalization Plan<sup>17</sup> for the brownfields along the Monroe & West Monroe riverfronts, is planned for year 3 after assessments of Target Areas are complete. The Revitalization Plan will tie together the goal of Riverfront Revitalization for Coalition partners.

### 3.b. Cost Estimates and Outputs (15 points)

Table 7 details the Coalition's plan for allocating grant funds for the tasks described in Section 3.a.i.

Note: Administrative costs (direct and/or indirect) will not exceed 5% of the total EPA-requested funds. A quarterly breakdown of costs is provided in Table 8. Yellow highlighted field indicates 18-month, 35% milestone (\$173,600) is anticipated to be met after the 12-month mark.

<b>Table 8. Quarter</b>	<b>Task 1 (\$)</b>	<b>Task 2 (\$)</b>	<b>Task 3 (\$)</b>	<b>Task 4 (\$)</b>	<b>Task 5 (\$)</b>	<b>Total (\$)</b>	<b>Rolling Total (\$)</b>
1	\$5,000	\$5,000	\$12,800	-	-	\$22,800	\$22,800
2	\$2,900	\$3,000	\$13,600	-	-	\$19,500	\$42,300
3	\$2,900	\$3,000	\$13,600	\$34,000	-	\$53,500	\$95,800
4	\$4,000	\$5,500	\$400	\$65,000	\$4,000	\$78,900	<b>\$174,700</b>
5	\$2,900	\$3,000	\$400	\$68,000	\$14,500	\$88,800	\$263,500
6	\$2,900	\$3,000	\$400	\$28,000	\$16,300	\$50,600	\$314,100
7	\$2,900	\$3,000	\$6,800	\$5,000	\$20,500	\$38,200	\$352,300
8	\$4,000	\$5,500	\$6,800	-	\$34,750	\$51,050	\$403,350
9	\$2,900	\$3,000	\$1,200	-	\$34,750	\$41,050	\$444,400
10	\$2,900	\$1,200		-	\$18,200	\$24,100	\$468,500
11	\$2,900	\$800		-	-	\$5,250	\$473,750
12	\$4,800			-	-	\$5,250	\$479,000
<b>TOTAL</b>	<b>\$41,000</b>	<b>\$39,000</b>	<b>\$56,000</b>	<b>\$200,000</b>	<b>\$143,000</b>	<b>\$479,000</b>	

3.b.i. **Cost Estimates (10 points):** A Board Member of the Louisiana Brownfield Association who is also a LA-licensed Professional Geologist assisted in evaluating cost estimates (e.g., hours, rates, etc.) in this proposal. Familiar with the Region 6 Eligibility Determination (ED) form, he also assisted with identifying what category (haz or petro) each priority site would be. Roughly 70% of the estimated Phase I and II ESA costs would be for the "hazardous substance" sites, given their size and likely scope. Therefore, the budget for Tasks 1, 2, and 5 has been developed at a 70% hazardous substances and 30% petroleum split. The budget uses an average rate of \$150/hr for contractual costs and an average Personnel Cost of \$50/hr for the Applicant's direct costs for Project Management/Reporting, Outreach, and Community Engagement. The budgets for Task 3 and 4 include an estimated cost for each target site, using EPA Region 6 Property Eligibility Determination form (Rev. Sep. 2018) and by reading the EPA Grant Guidelines to determine reasonable classification for each site as haz, petro, or distinct comingle.

#### **Task 1 : (~70/30 – haz/petro split)**

- Personnel Costs (direct) = 500 hours x \$50/hr = \$25,000 total (\$17,500 haz; \$7,500 petro)
- Contractual Costs (direct) = 95 hours x \$150/hr = \$14,250 total (\$9,975 haz; \$4,275 petro)
- Admin (Indirect) = ~3% of Direct = \$1,750 (\$1,525 haz; \$225 petro)

#### **Task 2 : (~70/30 – haz/petro split)**

- Personnel Costs = 300 hours x \$50/hr = \$15,000 total (\$10,500 haz; \$4,500 petro)
- Travel Costs (Conferences) = 3 ppl x \$2,000/person = \$6,000 total (\$4,200 haz; \$1,800 petro)
- Supplies = \$1,715 total (\$1,200 haz; \$515 petro)–
  - 1 Optoma Portable Projector \$465, 300 brochures @ \$2.50, 10 Foam Board Displays @ \$50
- Contractual Costs = 95 hours x \$150/hr = \$14,250 total (\$9,975 haz; \$4,275 petro)
- Admin (Indirect) = ~3% of Direct = \$2,035 (\$1,125 haz; \$910 petro)

#### **Tasks 3 and 4: (~70/30 – haz/petro split): All Contractual:**

- Task 3: Generic QAPP = 40 hr x \$150/hr = \$6,000 total (\$4,200 haz; \$1,800 petro)
- Task 3: GPR Surveys = 7 sites x \$1,800 (average) = \$12,600 total (\$8,820 haz; \$3,780 petro)
- Task 3: Phase I ESAs = 7 sites x \$5,000 (estimated) = \$35,000 total (\$24,500 haz; \$10,500 petro)
- Task 3 - Admin (Indirect) = ~3% of Direct = \$2,400 (~\$1,480 haz; ~\$920 petro)
- Task 4: SAPs/SSQAPPs = 6 sites x \$3,000 (average) = \$18,000 total (\$12,600 haz; \$5,400 petro)
- Task 4: Asbestos (ACM)/Lead Paint (LBP) Surveys (haz only) = 3 sites x \$3,000 (average) = \$9,000 haz
- Task 4: Phase II ESAs = 6 sites x \$28,000 (estimated) = \$168,000 total (\$117,600 haz; \$50,400 petro)

<sup>17</sup> [https://www.epa.gov/sites/production/files/2018-11/documents/brownfields\\_revitalization\\_plan\\_fact\\_sheet\\_11-15-18\\_1.pdf](https://www.epa.gov/sites/production/files/2018-11/documents/brownfields_revitalization_plan_fact_sheet_11-15-18_1.pdf)

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- 2 petro sites with pre-88 USTs impeding assessment & 3 haz sites & 1 distinct co-mingle.

• **Task 4 - Admin (Indirect)** = ~3% of Direct = ~\$5,000 (~\$3,800 haz; ~\$1,200 petro)

**Task 5: (~70/30 – haz/petro split):** All Contractual (See 3.a. Task 5 Discussion)

• ABCAs = 2 sites x \$4,000 = \$8,000 total (\$5,600 haz; \$2,400 petro)

• CAPs = 2 sites x \$4,000 = \$8,000 total (\$5,600 haz; \$2,400 petro)

• Site Reuse Assessments = 2 sites x 110 hours x \$150/hr = \$33,000 total

○ Ouachita Candy Site, Conway Hospital Site (\$23,100 haz; \$9,900 petro)

• Revitalization Plans = 3 Target Areas x 200 hours x \$150/hr = \$90,000 total

○ Southside, WMDHD & DHD Riverfronts (\$63,000 haz; \$27,000 petro)

• **Admin (Indirect)** = ~3% of Direct = ~\$4,000 (\$2,700 haz; \$1,300 petro)

**3.b.ii Outputs (5 points):**

These assessment and planning outputs coincide well with the goals and outcomes that the Coalition is hoping to achieve, as shown in Table 8. See also Table 6 for link to details and responsibility/Lead.

<b>Table 8.</b>	
<b>Grant Outputs (See 3.b.i for Cost &amp; Details)</b>	<b>Coalition Desired Goals/Outcomes</b>
ACRES updates, quarterly/final reports, annual financial and DBE reports	Managing funds accurately and proactively
Webpage, fact sheets, information materials, community meeting materials, comprehensive site inventory, site prioritization criteria, sites selected for assessment activities, Site Access Agreements, Site Eligibility Determinations	Inventory of brownfield sites; community outreach and engagement; a feeling of togetherness and comradery for these communities
Generic QAPP: 1	Quick implementation of the grant
# Phase I ESAs: 5 Priority Sites; 2 Non-Priority Sites # GPR Surveys: 5 Priority Sites; 2 Non-Priority Sites # SSQAPPs: 5 Priority Sites; 1 Non-Priority Sites # Phase II ESAs: 5 Priority Sites; 1 Non-Priority Sites # ACM/LBP Surveys: 2 Priority Sites; 1 NPS	Assess and prioritize sites for the purpose of further site characterization and transparency for the communities.
# ABCAs/CAPs: 2 Priority Sites # Revitalization Plans: 2 for 3 Target Areas – Southside and Riverfronts of Monroe/W. Monroe # Site Reuse Assessments: 2 Priority Sites	Provide invaluable planning services for spurring growth and redevelopment and for the ability to use leveraged resources, grants, and other funding sources.

**3.c. Measuring Environmental Results (5 points):** Monroe intends to track, measure and evaluate progress in a variety of ways. Consultant will generate 1-Page email monthly progress reports for EPA Project Manager and Coalition members. BAC meetings (3/year) will include the following agenda items: (1) what progress have been made in the past 4 months, (2) what deliverables (e.g., Phase I ESAs, SSQAPPs, NFAs, etc.) have been developed in past 4 months, and (3) what is planned over the next 4 months. Agendas for community meetings will also mirror this approach to measuring and sharing results. Outcomes anticipated from the grant-funded projects will also be tracked and reported to EPA. The degree to which the project is on schedule and on budget will be evaluated by comparison to Table 8 above. As critical leveraged funding becomes available (leveraging), the Consultant will assist in tracking until it comes to fruition & added to ACRES. Monroe (with Consultant assistance) will also track and evaluate the number of sites assessed, number of sites with off-site risks, number of sites for which property title transfers are facilitated, number of sites and acres of land redeveloped, acreage of parks/greenspace created, amount of private investment leveraged, amount of other funding leveraged, number of jobs created/retained from redevelopment projects, increased property/sales tax revenue generated, and increased property value, addressing EPA & Coalition objectives.

**4. PROGRAMMATIC CAPABILITY & PAST PERFORMANCE (15 POINTS)**

**4.a. Programmatic Capability (9 points) 4.a.i. Organizational Structure (5 points):** The Coalition will use an organizational structure that ensures the interests of each member is represented and that project roles and responsibilities are clearly defined. The City of Monroe will lead the Coalition with support from the partners, **City of West Monroe** and **Ouachita Parish** (see letters in Attachment A). For the small population, low-income unincorporated communities of Richwood, Brownsville, and Bawcumville, the Coalition, has a long history of managing capital improvement and redevelopment projects on their behalf. The Coalition members have established a collaborative relationship to share resources and expertise and routinely partner on grant efforts. The Brownfield Project will be a natural extension of this partnership as the City will continue to provide administrative and programmatic support to ensure successful project completion. Monroe will be responsible for administrative and programmatic tasks, and each Coalition member has assigned a lead representative to support all phases of the project and participate on the BAC. Key staff are listed on the following page.

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- **Ellen Hill, Director of Planning & Urban Development, City of Monroe**, joined the City in 2018. Ms. Hill previously served (15-years) as Dean of Special Programs and was responsible for grant development activities, and coordination of Perkins - Career Tech Education initiatives in partnership with school systems in northeast Louisiana and LA Tech University. She has helped manage numerous federal programs, and her experience with these programs provides her with the knowledge and skills to effectively implement this project in accordance with EPA requirements. *As Project Manager, Ellen will support day-to-day project activities and quarterly progress and financial reporting to EPA.*
  - **Stacey Rowell, Director of Administration, Monroe**, has served in this role since 2017 and in dual role of Assistant Director of Administration/Fiscal Manager of the 1% Capital Infrastructure Tax for 12 years prior. She is a Certified Public Accountant (CPA) with a Bachelor of Science (BS) in Business Management (Louisiana Tech) and a BS in Accounting (LSUS). *As Director of Administration, Stacey will assume financial administration responsibilities and financial reporting to EPA.*
  - **Courtney Hornsby, Chief of Staff, West Monroe**, has served in this role since July 1, 2018. Prior to her time at West Monroe, Ms. Hornsby served as President of the West Monroe-West Ouachita Chamber of Commerce. Her six (6) years of experience as Chamber President, coupled with her 11 years of experience as Director of Programming and Promotions at the City of Natchitoches, will assist the Coalition in identifying small business, entrepreneurial, and downtown main street opportunities for brownfield redevelopment. Ms. Hornsby also serves on the West Monroe Downtown Revitalization Group (Community Partner), which is in the process of becoming a 501(c)(3).
  - **Brad Cammack, Treasurer, Ouachita Parish Police Jury**, worked in a CPA firm for 10 years before becoming Accounting Supervisor for the Ouachita Parish Police Jury in 1993. He was then appointed Treasurer and has served in that capacity for 21 years. Mr. Cammack is a member of the American Institute of CPAs, the Society of Louisiana CPAs, and the Northeast Chapter of CPAs. Mr. Cammack is also a member and past president of the Louisiana Organization of Parish Administrative Officials. Brad's role with Ouachita Parish as a Coalition Partner and his existing relationship with the residents in the small population, low-income communities is critical to ensuring their goals are achieved.
- 4.a.ii. Acquiring Additional Resources (4 points):** As needed, the Coalition will use the expertise and experience of City of Monroe, West Monroe and Ouachita Parish support staff, including legal, financial, and administrative staff to support project implementation and complete required reporting. The Coalition understands the importance of proactive succession planning should unforeseen events take place and has established procedures to mitigate impacts and assure project continuity should key staff become unavailable. As a backup, Joanne Poret, Planning & Zoning Director for the City of Monroe has been involved in day-to-day implementation of the many grant projects and numerous other projects. She will function as interim Project Director in the event Ellen becomes unavailable to fulfill this role. Although all key personnel are fully committed to successful implementation of the Project, having this succession plan in place will eliminate project delays and ensure staff who may be reassigned to the project have appropriate qualifications and experience. **Contractor Procurement:** As described in 3.a., the City will use a qualifications-based process to contract a Consultant. Early procurement efforts will position the Coalition for expedited initiation of grant activities upon execution of the CA and MOA.
- 4.b. Past Performance & Accomplishments (6 points)-**The City of Monroe received a \$200K EPA Brownfield PILOT Grant in 2001. According to EPA's 12/19/18 webinar, if "they haven't had a grant since 2010, they [Applicant] would fall into the new grantee pool" [i.e., 4.b.ii is applicable].
- 4.b.ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements:** For all the Federal and Non-Federal Assistance Agreements listed below, the City of Monroe has complied with all terms, conditions, work plans, and reporting requirements.

<b>Table 10 Program</b>	<b>Funding Amount</b>	<b>Purpose/Accomplishments/Compliance/Outputs</b>
HUD/CDBG (2016-2017)	\$636K Complete	For the two HUD Grants: To provide decent and safe housing to low to moderate income families/Improved the housing stock throughout the city of Monroe/ <u>Complied</u> with HUD national objective, work plans, schedules, terms & conditions/ <u>Outputs:</u> 50 youth summer jobs from low to mod income households & 12 reconstructed houses & 1 new home.
HUD/Home Partnership (2016-2017)	\$254K Complete	
Federal Aviation Administration (2018-2021)	\$1.8M On-Going	To extend & improve airport runway/Upgraded runway for safer landing & increased flight services for larger planes/ <u>Complied</u> with work plan, schedules, terms & conditions/ <u>Outputs:</u> 1,300 additional feet of runway.
Delta Regional Authority (DRA) 2015-2016	\$58K Complete	To provide sewer infrastructure & improvements/Improved Sewer & water connections/ <u>Complied</u> with work plans, schedules, terms & conditions/ <u>Output:</u> 6 Households with water/sewer upgrades/hookups.

## THRESHOLD CRITERIA



1. Applicant Eligibility:

As **Lead** Coalition Member, the City of Monroe, Louisiana, is a *General Purpose Unit of Local Government* as stated under 2 CFR 200.64. Therefore, the City of Monroe is eligible to apply for EPA Assessment Grant funding.

As a Coalition Member, the City of West Monroe, Louisiana, is a *General Purpose Unit of Local Government* as stated under 2 CFR 200.64. Therefore, the City of West Monroe is eligible to apply for EPA Assessment Grant funding.

As a Coalition Member, Ouachita Parish, Louisiana, is a *General Purpose Unit of Local Government* as stated under 2 CFR 200.64. Therefore, Ouachita Parish is eligible to apply for EPA Assessment Grant funding.

2. Letters of Commitment from Coalition Members: See Attachments

3. Community Involvement: A key component to the success of the grant is the role that the Brownfield Advisory Committee (BAC) plays. Made of Coalition members and the Community Partners listed in the table on the next page, the BAC serves as the eyes, ears, and voice for the community. Their relationships with residents, leaders, developers, and state/federal partners serve to strengthen trust that the grant is a good thing, not a “gotcha” program or something to appease stakeholders. Community Engagement (CE) tasks are further detailed below as Task 2 in the Narrative (Section 3.a.) of proposal and are inextricably linked to inventory, outreach, and site access.

**Inventory, Outreach, & Community Engagement (IO&CE):** (a) **Inventory:** The inventory of priority sites has already been compiled; however, the BAC will determine the order in which sites should be assessed. The BAC’s site prioritization criteria will include: environmental justice impacts, redevelopment potential, benefits to residents, economic potential, public health threats, environmental impacts, community plans, land-owner willingness, degree of blight/underutilization, and parcel size. (b) **Outreach/Research:** Under the direction of the Coalition partners, the Consultant will conduct inventory & outreach activities by reviewing EPA and MDEQ environmental records; reviewing property records relevant to identification of brownfields; reviewing historical documentation to identify past uses of concern; surveying local developers, real estate brokers, property/business owners, and other stakeholders for information on potential sites and upcoming redevelopment projects; conducting tours/windshield surveys of priority brownfield sites and target areas; and completing Eligibility Determination (ED) requests for priority sites. (c) **Engagement:** Site selections will be heavily dependent upon input from

the communities and from the BAC as described in Section 2.b.ii. Community buy-in is driven by Coalition and Community partners and their commitment to making the program a success. See 2.b. and Threshold for further details. **(d) Site Access:** Property owners interested in utilizing grant funding will be required to submit site nomination forms prior. The Coalition/Consultant will contact the applicant to discuss critical issues such as site access and timing and will likely solicit the assistance of a Community Partner to establish trust. The BAC will evaluate each funding request using the then-established prioritization criteria. If prioritized by the BAC, an Access Agreement will be executed between the Applicant and the property owner prior to submitting eligibility determination requests to EPA and MDEQ. A draft Access Agreement (AA) has been developed. A fact sheet detailing the ESA process and potential outcomes will accompany the AA.

Community Partner	Point of Contact (name, email & phone)	Specific role in the project (how partner is involved in making decisions)
Downtown Economic Development District (DEDD)	Larry Bratton, Chairman 318-329-4947 lb0223@att.com	For <u>Target Area #1 (Monroe)</u> , assist with <u>site selection</u> , public education, project update distribution, and serve on BAC.
Southside Economic Development District (SEDD)	Gladys Smith, Chairperson 318-348-0062 Gfsmith1@bellsouth.net	For <u>Target Area #2 (Monroe)</u> , assist with <u>site selection</u> , public education, project update distribution, and serve on BAC, use facility (CE).
West Monroe Downtown Revitalization Group	Karen Laban, Co-Chair 717-877-4416 k.laban@spiceandtea.com	For <u>Target Area #3 (W. Monroe)</u> , assist with <u>site selection</u> , public education, project update distribution, and serve on BAC.
Ouachita Multi-Purpose Community Action Program (OMCAP)	Kema Dawson, Exec. Director 318-322-7244 Monroela.omcap@outlook.com	For <u>target areas #4, #5, #6 (Ouachita)</u> , communicate with residents, aid in <u>site selection</u> , and serve on the BAC.
Wellspring Alliance of Families (WAF) (Owns a site in Target Area #1)	Caroline Cascio, President, CEO 318-651-9314 ccascio@wellspringalliance.org	For <u>Target Area #1</u> needs asbestos/LBP surveys, ABCA, CAP & will <u>decide best cleanup</u> , use of facility, serve on BAC.
Third Floor Properties, LLC (Developer needing assessments, ABCAs, CAPs)	Jason Thomas 318-884-4121 TFPemail.com	For sites in <u>Target Area #1 &amp; #3</u> will <u>decide best cleanup</u> for housing & restaurant(s) in planned entertainment district, serve on BAC.

4. Expenditure of Assessment Grant Funds – The City of Monroe does not have an active EPA Assessment Grant.

## COALITION LETTERS

# Ouachita Parish Police Jury

P. O. Box 3007 • Monroe, Louisiana 71210-3007  
(318) 327-1340 • FAX (318) 327-1339

*District A*  
*Sally Robinson*  
*District B*  
*Jack Ciampi*  
*District C*  
*Wair Caldiver*

*District D*  
*Dr. O'Leary Reddix*  
*District E*  
*Shane Smiley*  
*District F*  
*Pat Moore*

January 10, 2019

Mayor James E. Mayo  
City of Monroe  
P.O. Box 123  
Monroe, LA 71210

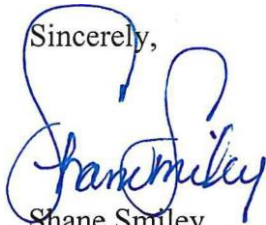
RE: Community-Wide Coalition Assessment Grant

Dear Mayor Mayo:

Let me take this opportunity to thank the City of Monroe for being proactive to pursue a Brownfield Assessment Coalition grant through the Environmental Protection Agency (EPA) so that assessment activities may be mutually beneficial to all Coalition members to improve our respective communities.

Ouachita Parish, a General Purpose Unit of Local Government, is an eligible entity and shall join the City of Monroe along with the eligible entity, City of West Monroe, in the submission of a Brownfield Assessment Coalition Grant application, and shall also enter into a Coalition Memorandum of Agreement that will include a description and role of each coalition member and regarding the utilization of any grant funds received for eligible activities pursuant to the terms and provisions of the grant.

Sincerely,



Shane Smiley  
Ouachita Parish

cc: Ellen Hill, City of Monroe



Office of The Mayor  
Staci Albritton Mitchell

January 11, 2019

Mayor James E. Mayo  
City of Monroe  
P.O. Box 123  
Monroe, LA 71210

RE: Community-Wide Coalition Assessment Grant

Dear Mayor Mayo:

Let me take this opportunity to thank the City of Monroe for being proactive to pursue a Brownfield Assessment Coalition grant through the Environmental Protection Agency (EPA) so that assessment activities may be mutually beneficial to all Coalition members to improve our respective communities.

West Monroe, a General Purpose Unit of Local Government, is an eligible entity and shall join the City of Monroe along with the eligible entity, Ouachita Parish, in the submission of a Brownfield Assessment Coalition Grant application, and shall also enter into a Coalition Memorandum of Agreement that will include a description and role of each coalition member and outline the utilization of any grant funds received for eligible activities pursuant to the terms and provisions of the grant.

Sincerely,

A handwritten signature in blue ink, appearing to read "Staci Albritton Mitchell", is written over the word "Sincerely,".

Staci Albritton Mitchell, Mayor  
City of West Monroe

cc: Ellen Hill, City of Monroe

## Application for Federal Assistance SF-424

\* 1. Type of Submission:

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

\* 2. Type of Application:

- ☒ New  
☐ Continuation  
☐ Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

01/28/2019

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

\* a. Legal Name:

City of Monroe

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

\* c. Organizational DUNS:

0731519610000

d. Address:

\* Street1:

P.O. Box 123

Street2:

City Hall Annex

\* City:

Monroe

County/Parish:

Louisiana

\* State:

LA: Louisiana

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

71210-0123

e. Organizational Unit:

Department Name:

Planning and Urban Development

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

\* First Name:

Ellen

Middle Name:

\* Last Name:

Hill

Suffix:

Title:

Department Director

Organizational Affiliation:

\* Telephone Number:

318-812-7446

Fax Number:

\* Email:

ellen.hill@ci.monroe.la.us

## Application for Federal Assistance SF-424

### \* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

### \* 10. Name of Federal Agency:

Environmental Protection Agency

### 11. Catalog of Federal Domestic Assistance Number:

66.818

CFDA Title:

Brownfields Assessment and Cleanup Cooperative Agreements

### \* 12. Funding Opportunity Number:

EPA-OLEM-OBLR-18-06

\* Title:

FY19 GUIDELINES FOR BROWNFIELDS ASSESSMENT GRANTS

### 13. Competition Identification Number:

Title:

### 14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

### \* 15. Descriptive Title of Applicant's Project:

City of Monroe Brownfields Assessment Coalition Project

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\* a. Applicant

05

\* b. Program/Project

05

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

10/01/2019

\* b. End Date:

09/30/2022

**18. Estimated Funding (\$):**

* a. Federal	479,000.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	479,000.00

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:

\* First Name:

Ellen

Middle Name:

\* Last Name:

Hill

Suffix:

\* Title:

Department Director

\* Telephone Number:

318-812-7443

Fax Number:

\* Email:

ellen.hill@ci.monroe.la.us

\* Signature of Authorized Representative:

Ellen Hill

\* Date Signed:

01/28/2019